



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT # 15716
APO AP 96271-5716

IMKO-AC-LG

01 JAN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Area III Support Activity, Policy Memorandum #37,
Government Contracts and Directorate of Public Works (DPW) Work Orders

1. This policy supersedes United States Army Area III Support Activity Policy Memorandum #67, Government Contracts and Directorate of Public Works (DPW) Work Orders-Policy Memorandum, 15 April 2005

2. REFERENCES:

a. 6 Foreign Affairs Handbook-2 H-500, Post-Award Contract Administration, 9 October 2003 available at <http://www.statebuy.state.gov/corch5.htm>.

b. Federal Acquisition Regulation, 30 September 2005, available at <http://www.arnet.gov/>.

2. PURPOSE: To establish procedures for administration and proper utilization of Government Contracts and DPW Work Orders, also referred to as Facilities Engineer Work Requests (FEWR).

3. APPLICABILITY: This policy applies to all Area III personnel responsible for overview of Government Contracts and Department of the Army-funded Work Orders.

4. GENERAL: Basic guidelines must be adhered to when properly administering or overseeing Government Contracts and/or FEWR as a Contracting Officer's Representative.

5. RESPONSIBILITIES:

a. All contracts administered within USA Area III Support Activity, to include DPW Work Orders/FEWR, which result in a contract being awarded, must be reviewed and approved by the Area III Commander.

b. Existing contracts requiring direct modification to specifications or purchase description (to include Modification Work Orders), or modification to Statement of Work must be reviewed and approved by the Area III Commander.

IMKO-AC-LG

SUBJECT: United States Army Area III Support Activity, Policy Memorandum #37,
Government Contracts and Directorate of Public Works (DPW) Work Orders

c. Funding requirements will not be approved the without meeting the criteria outlined in subparagraphs 6a and 6b above.

d. The responsibilities outlined above apply to all contracts, regardless of categorization , acquisition, construction, transportation, materiel.

6. The point of contact is the Director of Logistics at 753-6126.



MICHAEL J. TALIENTO, JR.
COL, AV
Commanding

DISTRIBUTION:

A